



# Baltimore City Department of Transportation

## Parklet Application and Manual



*Public Parklet in San Francisco*





## BALTIMORE CITY DEPARTMENT OF TRANSPORTATION PARKLETS AND PEDESTRIAN PLAZAS PROGRAM PARKLET MANUAL

### ***About Parklets***

Parklets are public spaces that convert on street parking into usable and vibrant people spaces. The purpose of Baltimore's Parklet Program is to engage communities in repurposing the streets of Baltimore as public spaces that can facilitate and foster relationships between residents, businesses and nearby community services. Parklets have been known to transform street space and are often a product of partnerships between cities and local businesses and communities. Parklets can be temporary or semi-permanent fixtures, incorporating seating, greenery, and other innovative design components. All Parklets are open to the public for use and cannot accommodate any table service.

### ***Instructions***

Through this program, it is expected that community sponsors will accept the responsibility for design, installation, operation, management, and maintenance of a proposed Parklet. Baltimore City Department of Transportation (BCDOT) will provide technical assistance through each stage of the process. The community sponsor must conduct outreach and be able to show support from adjacent property owners, businesses, and residents regarding the Parklet. The community sponsors will be required to enter into a maintenance agreement with the City of Baltimore to install and maintain the parklet and must show capacity to do so. Maintenance and upkeep of the Parklet is required through its lifetime. Project Sponsors are to complete the attached application and utilize the criteria listed within this document to ensure your parklet meets minimum safety requirements. DOT will review all submitted parklet designs and evaluate existing street conditions such as traffic and pedestrian volumes, street slope, ADA accessibility, neighborhood context/character, and overall safety to determine approval.

### **PROGRAM GOALS:**

- ❖ CONVERT UNDERUTILIZED STREET SPACE TO PUBLIC PEOPLE SPACE
- ❖ SUPPORT HIGH-QUALITY STREETSCAPE
- ❖ CREATE COMMUNITY GATHERING SPACES
- ❖ ENHANCE SOCIAL INTERACTION ON STREETS
- ❖ ENCOURAGE INCREASED LEVELS OF WALKING AND BIKING

## **PARKLET CRITERIA**

### **Fees, Agreements and Supporting Documentation:**

- ☐ Application
- ☐ Parking Fee (determined based on location of Parklet and existing metering)
- ☐ Temporary Use of Right of Way Permit
- ☐ Maintenance Agreement / Memorandum of Understanding (MOU)
- ☐ Certificate of Good Standing with Department of Assessments and Taxation
- ☐ 3 Letters of Support or proof that community meeting was held
- ☐ Proof of insurance/liability
- ☐ Parklet concept design and detail plan

### **Location/Placement:**

- ☐ Should be located on a street where land uses support the parklets' functionality, such as retail and food establishments, cultural and historical amenities, and transit facilities
- ☐ Should be located on a street with established pedestrian activity and/or where sidewalks are not wide enough to accommodate street furniture and high pedestrian volumes
- ☐ Should not be located on a street with greater than 5% running slope (grade).
- ☐ Should not be located on a street with existing traffic congestion or issues.
- ☐ Must be at least one parking space offset from street corner
- ☐ Must be at least 15 feet away from a fire hydrant
- ☐ Cannot obstruct vehicular or pedestrian visibility from any angle
- ☐ Cannot obstruct driveways, alleys, or other road/street access
- ☐ Cannot obstruct any public utilities or access to utilities
- ☐ Cannot obstruct any bus stops and bus loading zones
- ☐ Cannot block stormwater runoff
- ☐ Not permitted on streets with posted limit above 25 MPH
- ☐ If placed on a primary snow route, plans must be submitted for parklet removal during snow events in a way that does not impede snow removal or other DOT operations.

### **Mandatory safety components:**

- ☐ Wheel stops on each side (4 feet from parklet)
- ☐ 2 foot buffer from adjacent travel lane
- ☐ Railings or other protective barrier/buffer around edges of parklet (no higher than 3 feet)
- ☐ Accessible to wheelchairs (flush/leveled with curb) with minimum 36" entryway
- ☐ Vertical elements such as flex posts or bollards to increase visibility to traffic
- ☐ Void of any tripping hazards
- ☐ Slip-resistant surface
- ☐ Reflective elements or adequate lighting

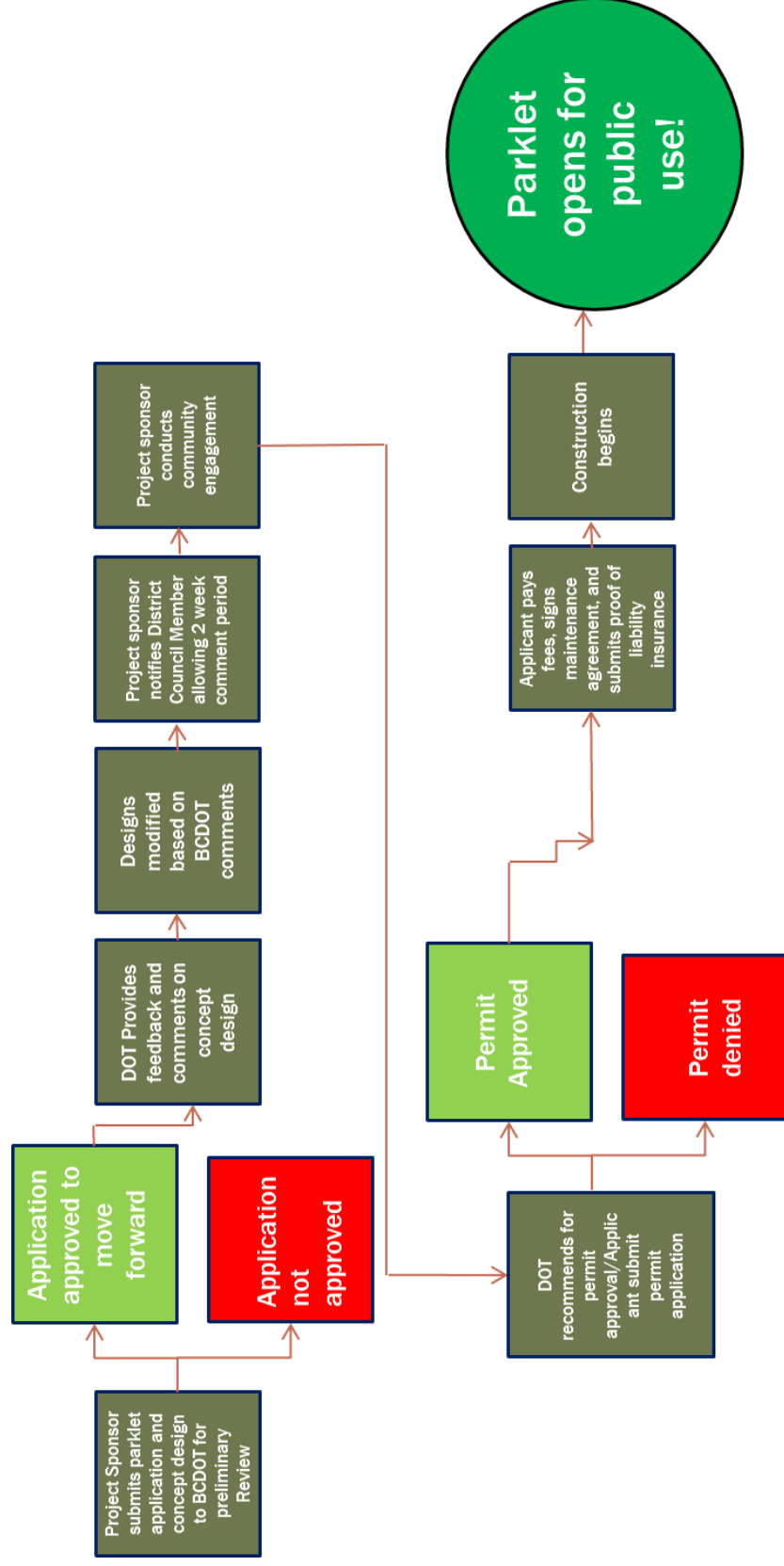
### **Optional components (must include at least 2 of these):**

- ☐ Furniture (i.e. tables, chairs, benches)
- ☐ Planters and plants

- ☐ Signage
- ☐ Bike Parking
- ☐ Public Art
- ☐ Games/Activities
- ☐ Lighting

**Size:**

- ☐ For 1 space, the dimensions of a Parklet would typically be 6'x12'
- ☐ Takes up 1 or more parallel spaces, or 3 or more angled spaces
- ☐ At minimum, designed for 100 pounds per square foot.



## PARKLETS DESIGN AND APPROVAL PROCESS